



# CITY OF HOUSTON

## Job Posting

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	Human Resources Specialist
Posting Number	PN# 106901
Department	Human Resources
Division	Selection Services
Section	Employee Relations
Reporting Location	611 Walker*
Workdays & Hours	M-F, 8 a.m. – 5 p.m. *

\*Subject to change

**DESCRIPTION OF DUTIES/ ESSENTIAL FUNCTIONS**

Performs professional administrative activities for City of Houston departments ensuring compliance with policies and procedures. Responds to inquiries from the public and City department liaisons. Provides administrative support regarding grievances, arbitrations and Civil Service Commission appeals. Conducts research and analyses to obtain information and prepare reports. Represents the Human Resources department at job fairs and community events. May coordinate related projects as assigned.

**WORKING CONDITIONS**

This position is physically comfortable; the individual has discretion about walking, standing, etc.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Social Science, Liberal Arts or a related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

One year of related professional experience in personnel is required. Pertinent personnel experience at the professional level may be substituted for the education requirement on a year-for-year basis.

**MINIMUM LICENSE REQUIREMENTS-** None

**PREFERENCES**

**SELECTION/SKILLS TEST REQUIRED-** None

**SAFETY IMPACT POSITION** ☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range - Pay Grade 17  
\$992.00-\$1345.00 Biweekly \$25,792.00 - \$34,970.00 Annually

**OPENING DATE** September 21, 2005

**CLOSING DATE** Open Until Filled

**APPLICATION PROCEDURES**

Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, Garden Level. The City of Houston, Human Resources TDD phone number is 713/837-9496. Successful candidates will be notified of their application status. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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